

7 August 1961

MEMORANDUM FOR THE RECORD

SUBJECT: Microfilm vs Paper Storage of Official Personnel Folders

1. Discussed feasibility of microfilming personnel folders with Lew Darter, Chief, Records Center Division, NARS, and asked if filming of folders had been considered at the time of constructing the new records center in St. Louis. He stated that such action was never seriously considered and pointed out the problems raised by attempting to film the present day folder. Among these were the high cost of filming such a large volume of material and the difficulty of performing reference service and interfiling operations. He also pointed out that the CSC would have to approve any plan for filming folders and destroying the paper.

2. The following space and cost figures for the St. Louis Personnel Records Center were furnished by Mr. Darter.

450,000 sq. ft. floor space  
1,500,000 cu. ft. records capacity

Costs:

Building	\$4,294,940.
Elevator	17,780
Shelving	875,000
Contingencies	246,680
Architect and Engineers	<u>418,200</u>
	\$5,852,600